

Example Scenario for Training Purposes Only

Note: The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN301: General Voucher Processing course:

- Activity 1: Creating a Voucher without a Purchase Order
- Activity 2: Creating a Voucher with a Purchase Order
- Activity 3: Matching Vouchers
- Activity 4: Responding to Inquiries
- Activity 5: Acquiring Assets
- Activity 6: Payment Request Review Process

ACTIVITY 1: CREATING A VOUCHER WITHOUT A PURCHASE ORDER TRAINING EXERCISE

You have been asked to create a voucher to pay for a phone bill. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
Business Unit	37000
Voucher ID	NEXT
Voucher Style	Regular Voucher
Supplier ID	0000000032
Invoice Number	<Your Initials>_INV
Invoice Date	Use two days prior to Today's Date
Gross Invoice Amount	100.00

Field	Value
Estimated Number of Lines	1
Click Add	
Invoice Received	<i>Use Today's Date</i>
Accounting Date	<i>Use Today's Date</i>
Pay Terms	NET30
In the Invoice Lines section	
Distribute By	Amount
Description	Phone Bill
In the Distribution Lines section	
GL Unit	37000
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Department	3700000000
Account	1150000
Click Save	
Action	Budget Checking
Click Run	
Click Yes	
You have now completed this training exercise!	

ACTIVITY 2: CREATING A VOUCHER WITH A PURCHASE ORDER TRAINING EXERCISE

You have been asked to create a voucher from a Purchase Order for a set of computers. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
Business Unit	37000
Voucher ID	NEXT
Voucher Style	Regular
Invoice Number	<Your Initials>_POINV
Invoice Date	Use two days prior to today's date
Click Add	
Click  to expand Copy From Source Document section	
Copy From	Purchase Order Only
Click Go	
PO Business Unit	37000
PO Number From	Refer to Data Element 1
PO Number To	Refer to Data Element 1
PO Line Number From	Select Line 1
PO Line Number To	Select Line 1
Click Search	
Check the Select checkbox	
Click Copy Selected Lines	
Invoice Received	Today's Date
Accounting Date	Today's Date
Click Save	
The Voucher ID displays. Record the ID for use in Activity 3	
You have now completed this training exercise!	

ACTIVITY 3: MATCHING VOUCHERS TRAINING EXERCISE

You have been asked to run the matching process for Vouchers or Purchase Orders. This is done using a **Run Control** which needs to be created the first time you use it. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Batch Processes > Vouchers > Matching	
Select Add a New Value tab	
Run Control ID	<Your initials>_MATCH
Click Add	
Description	Voucher Matching
Process Frequency	Process Once
Match Action	Matching
Options	Voucher
Check the Run Document Association Only checkbox	
Business Unit	37000
Voucher ID	Use the Voucher ID created in Activity 2
Click Run	
Ensure the Select checkbox on AP_MATCH process row is selected	
Click OK	
Click Process Monitor link	
Click the Refresh button until the Status is Success and Distribution is Posted	
You have now completed this training exercise!	

ACTIVITY 4: RESPONDING TO INQUIRIES TRAINING EXERCISE

You have been asked to respond to an inquiry to check on the payment status of a voucher. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher	
Business Unit - From	37000
Business Unit - To	37000
Voucher ID - From	00006879
Voucher ID - To	00006879
Amount Rule	Any
Voucher Style	Regular Voucher
Click Search	
The voucher will appear in the Voucher Inquiry Results section at the bottom of the page	
Click the Amounts tab to view Amount details	
Click the More Details tab to view additional payment information	
Click the Actions drop-down menu	
Select the Scheduled Payments option. Scroll down to view details	
You have now completed this training exercise!	


ACTIVITY 5: ACQUIRING ASSETS TRAINING EXERCISE

You have been asked to flag the computers purchased in Activity 2 as an asset. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Voucher > Add/Update > Regular Voucher	
Select Find an Existing Value tab	
Business Unit	37000
Voucher ID	<i>Use the Voucher ID created in Activity 2</i>
Voucher Style	Regular Voucher
Click Search	
Select the Invoice Information tab	
Select the Assets tab in the Distribution Lines section	
Check the Asset checkbox	
Business Unit	37000
Profile ID	COMP_HRDW
Click Save	
You have now completed this training exercise!	

ACTIVITY 6: PAYMENT REQUEST REVIEW PROCESS TRAINING EXERCISE

You have been asked to send a payment request for approval. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Payments > Payment Requests > Payment Request Center	
Request ID	<i>Refer to Data Element 1</i>
Click  (Update)	
Click Next after reviewing Summary Information	
Click Next after reviewing Supplier Information	
Click Next after reviewing Invoice Details	
Click Payment Message link	
Click Add	
Conversation Topic	Approval Authorization
Your Message Here	This payment request should be approved
Click the Post button	
Click the Submit button	
Click OK	
You have now completed this training exercise!	